

FF Special Retirement Coverage

Standard Position Description (SPD)# FC04

Certification of CSRS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

F004

8. OPM Certification No.

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

3. Service

☐ Hdqtrs. ☒ Field

4. Employing Office Location

5. Duty Station

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

9. Subject to IA Action

☒ Yes ☐ No

Explanation (Show any positions replaced)

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position is:

☒ Supervisory
☐ Managerial
☐ Neither

12. Sensitivity

☒ 1-Non-Sensitive ☐ 3-Critical Sensitive
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Supervisory Range/Forestry Technician*	GS	455/462	07	JH	11/21/90
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Supervisory Range/Forestry Technician*	GS	455/462	07	mlh	6/28/90

16. Organizational Title of Position (if different from official title)

Air Services Officer

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

DEPARTMENT OF THE INTERIOR

c. Third Subdivision

a. First Subdivision

Bureau of Land Management

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

a. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

L. BARKOW Ch Fire & Aviation

Signature

Date

Signature

Date

(signed) L. BARKOW

JAN 18 1991

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

GS-455/462

Typed Name and Title of Official Taking Action

JULIET D. POWELL

Personnel Management Specialist

Signature

Date

Juliet D Powell

11/21/90

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

SUBJECT TO DRUG TESTING

*Interchangeable based upon primary vegetation of the unit.

25. Description of Major Duties and Responsibilities (See Attached)

Supervisory Range/Forestry Technician, GS-455/462-7
Air Services Officer
Position No. F004

INTRODUCTION

This position is assigned to a BLM fire suppression organization. The primary purpose of the position is to supervise routine operations at an air service location, and to provide assistance to air operations.

The employee is normally assigned to a location which is a designated air base and may have a retardant operation. The position requires prior line firefighting experience and training, and the employee must be red-carded as an Air Attack Boss. It is estimated that 30-40% of the time will be spent as an Air Attack Boss or in other line firefighting positions.

The position supervises three or more people on a recurring basis.

DUTIES

1. Supervisory. Supervises a group of employees performing retardant mixing; loading of retardant on aircraft; movement and parking of aircraft on ramp; loading of aircraft with firefighting tools, equipment, and supplies; and related duties. Selects employees or participates in the selection of employees. Provides informal training, recommends employees for formal training. Determines work schedules, and makes work assignments based upon the prior training and experience of employees. Review work ensuring it meets established standards. Ensures that employees have tools, equipment and supplies available for performing the assigned duties. Establishes performance standards and evaluates performance of employees at end of season or annually, as applicable. Recommends employees for reassignment or promotion. Resolves informal grievances, informs employees of personnel, fiscal, property, and purchasing guidelines and procedures affecting themselves and/or their work. Approves leave for short periods of time. Ensures that employees are red-carded to perform the duties assigned during fire suppression operations.

Supervises retardant personnel in site development, site establishment, loading and unloading of retardant aircraft. Explains quality product control of retardants and ensures control standards are maintained.

Supervises the use of ramp area, ensures that safety precautions are observed on the ramp, ensures ramp is kept orderly.

Supervises contract pilots and aircraft assigned to the unit ensuring that safe and efficient aviation operations are followed. Reviews, corrects, and submits aircraft usage reports.

If applicable, supervises contract fuel personnel or employees involved in refueling aircraft.

2. Air Services Specialist. May serve as project inspector for aircraft assigned to the unit. Keeps current records on pilot hours, duty time, and flight time for adherence to BLM and FAA regulations. Monitors aircraft hours of flight time to next scheduled maintenance and days off for adherence to FAA maintenance regulations. Ensures aircraft and pilots have the required OAS certifications. Completes administrative paperwork is completely accurately and is submitted as required. Ensures that all safety equipment, first aid gear, fire extinguishers, and extrication equipment is operational and readily accessible if needed. Ensures that aircraft usage, ramp, and aviation safety standards are observed.

Recommends changes to contracts and other internal guidelines and procedures.

3. Performs one or more of the following duties:

Air Attack Boss. Serves as Air Attack Boss as assigned on large fires. Circles fire analyzing fire condition, rate of spread, type of firefighting tactics being used, and determining the best location for slurry drops. Ensures drop locations will not endanger firefighters or firefighting equipment, or notifies Incident Commander of conflict and delays drops until area is cleared. Communicates with lead plane pilot regarding flight pattern and drop location. In multiple aircraft flight areas, assigns flight pattern and altitude of various aircraft to ensure collisions do not occur.

As requested while in the vicinity of wildfires, provides assistance to the Incident Commander regarding fire characteristics which can be seen from a more advantageous site over the fire. May provide recommendations regarding firefighting tactics, methods and procedure to be used in controlling wildfires, and establishing firelines, based upon prior line firefighting experience and training.

Helitack Operations. Assists with helicopter operations when helitack crews are assigned to the unit. Ensures aircraft/pilot has OAS certifications. Ensures safety precautions are used in loading helicopter, performing hoover hookups, attaching sling loads, and using buckets. Assists with determining load calculations. Maintains pilot/helicopter records while the aircraft is assigned to the unit. Assists in training helitack crews in helitack procedures and safety procedures when working around helicopters and other aircraft.

Aerial Detection. Performs aerial detection flights for the purpose of locating, sizing up, and mapping fires and for monitoring fires in limited suppression areas. Uses prior firefighting experience and training to locate fires; sizes up situations and relays specialized information to the dispatch office regarding fire size, rate of spread, potential resource values at risk, and proximity to developed property; and provides recommendations for personnel, equipment and supplies to be

dispatched to the fire or makes a recommendation that no suppression action be taken at this time but that the fire be monitored for potential suppression action in case fire conditions change. As assigned, uses firefighting background to provide air monitoring of fires being suppressed for the Incident Commander providing special information on hot spots, perimeter activities, recommends methods and procedures that may be effective based upon specific observations, etc. May recommend and serve as a supervisor for retardant drops on unmanned fires. Operates infrared equipment for special maps as requested by the Incident Commander. Documents fire activity as applicable.

4. Performs other red-carded fireline duties as assigned.

FACTORS

Factor 1. Knowledge Required by the Position

Knowledge of fire suppression methods, tactics and procedures are required to carry out Air Attack Boss duties. Prior line firefighting experience is required, and the employee must be red carded as an Air Attack Boss.

Knowledge of OAS and FAA aviation regulations is required to ensure the regulations are met in the use of aircraft and that the ramp operations are carried out as a safe, efficient aircraft operation.

Knowledge of safely handling fuels, methods of suppressing ramp fires, and crash and rescue procedures for aircraft is required.

A working knowledge of aircraft payloads, fuel requirements, runway requirements, and other relevant information is required to ensure that aircraft exceeding runway and/or ramp specifications is not deployed to the site and that conflicts between competing aircraft does not occur.

Knowledge of aircraft contracts and pilot requirements, contracting procedures, and contract inspector duties is required.

Knowledge of personnel, fiscal, property, and purchasing guidelines and procedures is required in order to carry out the supervisory duties of the position.

Ability to analyze problems and recommend changes to guidelines and procedures is required.

Must have a valid state driver's license to operate the type of equipment assigned to the ramp.

Must have the ability to supervise others.

Ability to communicate orally and in writing.

Factor 2. Supervisory Controls

The supervisor sets the overall assignments and personnel, equipment and facilities to carry out the work, identifies priorities, and establishes deadlines in special situations. The employee plans and supervises/performs the work on a day-to-day basis. Unusual problems encountered are discussed with the supervisor. Work is generally reviewed upon completion in terms of meeting user needs, priorities, and deadlines.

Factor 3. Guidelines

Guidelines includes FAA regulations, OAS directives, BLM and State Office manuals, and unit operating procedures. Most guidelines include required specifications which must be met for the type of air operations being carried out. The employee analyzes situations and determines what specifications apply to specific situations (type aircraft, type operation being carried out). In situations where internal guidelines and procedures apply, employee analyzes problems and recommends changes.

Factor 4. Complexity

The work consists of providing a variety of services relating to aircraft and aircraft operations in fire suppression situations (aircraft parking, retardant mixing and loading, contract inspection of aircraft usage, aircraft refueling, loading of fire suppression equipment and supplies, and air attack boss). The assignments require analyzing the work to be done and selecting the procedures to be followed to meet the required specifications generally established by FAA or OAS.

Factor 5. Scope and Effect

The work performed involves carrying out a variety of services to established specifications. The work performed/services provided affects the fire suppression operations of the unit, and the safety of the assigned employees.

Factor 6. Personal Contacts

Personal contacts occur within and outside the agency with fire suppression personnel, pilots, contractors, and suppliers regarding the ramp and aircraft services included at the unit.

Factor 7. Purpose of Contacts

The purpose of the contacts is to make assignments, receive assignments, coordinate work and advise on work efforts, resolve problems, give briefings, perform inspections, and assure compliance with FAA and OAS specifications.

Factor 8. Physical Demands

This work may include long periods in aircraft hovering over fires in cramped cockpits. The recurrent Air Attack Boss duties require the employee meet the established physical and/or step test requirements and to be red-carded as an

Air Attack Boss.

Factor 9, Work Environment

Work is performed on an aircraft ramp with exposure to loud noises and fuel fumes, retardant chemicals, and moving heavy equipment and aircraft which requires special safety requirements and safety gear. The employee also flies in contract aircraft for extended periods of time, often hovering over fire locations.